

Professional and Managerial Branch  
General Administration Group  
Court Series

**COURTS ASSISTANT MUNICIPAL CLERK**

1/03 (AM)

**General Purpose**

Under general direction, manage the day-to-day operations of the El Paso Municipal Court through subordinate section supervisors.

**Typical Duties:**

Plan, develop and implement procedures, goals and standards for meeting daily deadlines and achieving objectives. Involves: Conduct performance audits. Institute manual and automated procedural improvements to enhance accountability, streamline operations and enhance public service. Analyze software programs and derived data to ensure proper processing of cases. Resolve customer service disputes requiring managerial intervention. Investigate complaints by consulting source documents and interviewing staff and defendant. Respond to requests for interviews and presentations by the media and community groups.

Provide administrative support to the Municipal Clerk. Involves: Participate in development of short and long range plans and departmental policies. Audit revenue collection, payroll and purchasing transactions. Prepare budget requests and conduct expenditure and revenue analysis. Make recommendations for purchase of equipment and software. Oversee ordering and maintenance of equipment and supplies. Draft purchase specifications. Prepare and update policy and procedural manuals. Prepare grant proposals and monitor performance of programs. Represent department to the public, the media, Mayor and Council, Municipal Court Judges, other City departments and officials, and outside agencies as designated.

Oversee records management and electronic document processing. Involves: Ensure accountability of Court records. Monitor compliance with records management procedures by Court personnel. Respond to Freedom of Information Act requests for physical and electronic documents and ensure departmental compliance with statutory production and release deadlines. Maintain records retention schedule and conduct approved destructions. Testify at Court proceedings as custodian of records. Conduct on-going analysis of electronic case processing programs to ensure proper selection of applicable cases, timely and accurate updating of case activity, and timely productions of automated dockets, notices and forms. Work with information systems staff to identify and correct programming deficiencies or to expand operational parameters. Maintain computer system security. Assist in Website development and revisions.

Supervise assigned employees. Involves: Conduct supervisors or personally engage in scheduling, assigning, instructing, guiding, checking and evaluating day-to-day work of staff for all shifts and locations. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe working practices. Prepare employee performance appraisals. Recommend leave approvals. Initiate grievance resolution and disciplinary processes. Counsel, motivate and maintain harmonious working relationships among subordinates. Arrange for or engage in employee training and development. Recommend staffing and employee status changes. Interview applicants and recommend selection.

Perform related incidental duties contributing to the realization of unit or team objectives as required. Includes: Substitute for director or subordinates as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated. Serve on ad hoc committees. Maintain activity records.

**Knowledge Abilities and Skills**

- Considerable knowledge of municipal court procedures including federal, state and local laws, regulations, rules and ordinances and public records.
- Good knowledge of organizational and management principles and methods and budgeting and fiscal administration policies and practices.
- Good knowledge of computer hardware and specialized case management software pertinent to municipal court operations.
- Good knowledge of supervisory techniques, pertinent federal, state and local rules and regulations related to human resource management, and customer service and public relations practices.
- Ability to interpret oral, written, mathematical, technical information and data dealing with complex variables to identify, analyze and solve managerial problems of considerable difficulty.

- Ability to analyze complex financial and technical data and information for operational assessment and reporting.
- Ability to establish and maintain effective working relationships with officials, judges, managers, attorneys, employees and the general public.
- Ability to provide clear, concise and persuasive oral and written communication to develop and present reports to management.

***Other Job Characteristics***

- None.

***Minimum Qualifications***

Education and Experience: Equivalent to a combination of a Bachelor's degree in business or public administration, social or behavioral science, liberal arts or a related field, and four (4) years professional administrative experience in a complex organization providing a high volume of service to the public including two (2) years in a supervisory capacity.

Licenses and Certificates: None.

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Human Resources Director

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Department Head

OFFICIAL